

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
Conference Room, Fifth Floor, 121 N. 9<sup>th</sup> Street  
Boise, ID 83702  
March 14, 2022

**I. CALL TO ORDER:**

Vice-Chair Haney-Keith convened the meeting with a quorum at 12:02 p.m.

Present: Commissioner Ryan Erstad, Commissioner Latonia Haney-Keith, Commissioner Danielle Hurd, Commissioner Gordon Jones, Commissioner Lauren McLean, Commissioner John Stevens, and Commissioner Alexis Townsend.

Agency staff members present were: John Brunelle, Executive Director, Doug Woodruff, Development Director; Matt Edmond, Parking & Mobility Director; Karl Woods, Senior Project Manager – Capital Improvements, Alexandra Monjar, Project Manager - Property Development, Joey Chen, Finance & Administration Director, Kathy Wanner, Contracts Manager, Aaron Nelson, Parking & Facilities Manager, Sarah Jones, Executive Assistant; and Agency legal counsel, Ryan Armbruster.

Sara Arkle – Boise Parks & Recreation was also present.

Absent: Commissioner David Bieter, Commissioner Dana Zuckerman

**II. ACTION ITEM: AGENDA CHANGES/ADDITIONS:**

There were no changes to the agenda.

**III. ACTION ITEM: CONSENT AGENDA**

**A. Expenses**

1. Approval of Paid Invoice Report – February 2022

**B. Minutes and Reports**

1. Approval of February 14, 2022 Meeting Minutes

**C. Other**

1. Approve Resolution 1752 – 2525 W Fairview – St. Luke’s Health System LTD – T4 Participation Agreement
2. Approve Resolution 1751 – Amendment 4 to Task Order 19-004, Jensen Belts Associates Professional Design Services for the 11<sup>th</sup> Street Bikeway and Streetscape Improvements Project
3. Approve Resolution 1748 – Trailhead: Amendment 1 to the Entrepreneurship Consulting Agreement with City of Boise and Actuate Boise Inc.
4. Approve Resolution 1749 – Trailhead: Renewal of Commercial Lease Agreement for 500 S. 8<sup>th</sup> Street, Boise
5. Approve Resolution 1754 – Records Destruction
6. FY2022 Q1 Financial Report (Unaudited)

Commissioner Jones made a motion to approve the Consent Agenda.

Commissioner Hurd seconded the motion.  
The motion carried 5 - 0.

Commissioner Alexis Townsend joined the meeting at 12:05 p.m., after the Consent Agenda vote.

#### **IV. ACTION ITEM**

##### **A. PUBLIC COMMENT: Proposed Parking Rate Adjustments**

Matt Edmond, CCDC Parking & Facilities Director, gave a report and summarized the outreach concerning the parking rate adjustments and input received by CCDC. No additional comment received at the meeting.

Commissioner Lauren McLean joined the meeting at 12:09 p.m., during Matt's presentation.

##### **B. CONSIDER: Approve Resolution 1750 – Approval of Parking Rate Adjustments**

Commissioner Stevens made a motion to adopt Resolution 1750, authorizing the implementation of new parking rates in the public parking garages CCDC manages effective May 1, 2022.

Commissioner Hurd seconded the motion.  
All said Aye. The motion carried 7 - 0.

##### **C. CONSIDER: Approve Resolution 1755 – Block 68 Catalytic Redevelopment Project – Agreement to Negotiate Exclusively with Block 68 Development LLC**

Doug Woodruff, Development Director and Alexandra Monjar, Project Manager – Property Development, gave a report.

Commissioner Stevens made a motion to adopt Resolution 1755, authorizing the Executive Director to execute the Agreement to Negotiate Exclusively with Block 68 Development LLC.

Commissioner Hurd seconded the motion.

A roll call vote was taken:

Commissioner Erstad – abstained citing a potential conflict of interest

Commissioner Haney-Keith - Aye

Commissioner Hurd - Aye

Commissioner Jones – abstained citing a potential conflict of interest

Commissioner McLean - Aye

Commissioner Stevens – Abstained citing a potential conflict of interest

Commissioner Townsend – Aye

The motion carried 4 – 0 - 3.

**D. CONSIDER: 150 S. 5<sup>th</sup> Street – CW Moore Park – T4 Participation Designation**

Karl Woods, Senior Project Manager, and Sara Arkle, Boise Parks & Recreation, gave a report.

Commissioner Stevens moved to direct staff to negotiate a final Type 4 Capital Improvement Contribution Agreement with City of Boise for future board approval.

Commissioner Erstad seconded the motion.

All said Aye. The motion carried 7 - 0.

**E. CONSIDER: Approve Resolution 1753 – ParkBOI Handrail and Gaurdrail – Rebid Project**

Kathy Wanner, Contracts Manager, Aaron Nelson, Parking & Facilities Manager, gave a report.

Commissioner Stevens moved to approve Resolution 1753, recognizing Cascade Enterprises, Inc as the lowest responsive bidder for the ParkBOI Handrail and Guardrail – Rebid Project; awarding the contract to Cascade Enterprises, Inc. for the total Bid amount of \$397,000; authorizing the Executive Director to execute the contract and expend funds.

Commissioner Hurd seconded.

All said Aye. The motion carried 7 - 0.

**F. CONSIDER: 2021 Annual Report**

**G. PUBLIC COMMENT: 2021 Annual Report**

There being no public comments received prior to the Board meeting and no one in attendance to offer public comment, Commissioner Haney-Keith requested a brief statement on the Annual Report from CCDC Executive Director John Brunelle.

Commissioner Stevens moved to approve the 2021 Annual Report and direct staff to finalize the document and fulfill statutory publication and access requirements.

Commissioner Hurd seconded the motion.

All said Aye. The motion carried, 7 - 0.

**IV. MEETING ADJOURNMENT**

Prior to adjourning the meeting, Commissioner Jones announced this is his last Board meeting.

There being no further business to come before the Board, a motion was made by Commissioner Jones to adjourn the meeting. Commissioner McLean seconded the motion. A roll call vote was taken.

The motion carried 7 - 0

The meeting adjourned at 1:02 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 11<sup>th</sup> DAY OF APRIL 2022.

DocuSigned by:

*Commissioner Latonia Haney-Keith*

6D1092AB0583453...

Latonia Haney-Keith, Vice Chair

DocuSigned by:

*Lauren McLean*

0E3D7224A4E0425...

Lauren McLean, Secretary

4874-9178-9592, v. 2